

HOW TO CHANGE YOUR EMPLOYER USING E-LICENSING

NEW BROKER NAME: FIRST LEGACY CORPORATION - LIC # 01843121

Broker/Corp Exp. Date: 3/26/12

E-mail: info@firstlegacycorp.com

Business Tel. #: (909) 843-6460

eLicensing: Change Employer

Salespersons can change employer using eLicensing.

To do so, visit: www.dre.ca.gov

- Sign in to eLicensing. If you have never used eLicensing, you will need to complete the [registration](#) step to create a user name and password. Thereafter, clicking on the eLicensing graphic and signing in by entering your user name and password will provide access to eLicensing.
- Click on **CHANGE EMPLOYER**.
- The license information for your current employer will be displayed. If you would like to change your employing broker or corporation, click **YES**. If not, click **NO**.
- Enter the **LICENSE NUMBER** of the new employing broker or corporation. Click on **DISPLAY EMPLOYER INFORMATION**.
- If the employer information displayed is correct, click on **SAVE EMPLOYER INFORMATION**.
- Your new (or existing) broker **MUST** certify your employment. eLicensing asks if the broker is available **now** to certify the employment. Click on **NO**.
- **Click NO...**the employing broker or designated broker/officer is **not** immediately available to certify your employment of the salesperson, you may enter his/her email address (info@firstlegacycorp.com) and click on **SAVE EMAIL**.
- eLicensing will send an email to your employing broker to advise that your employment needs to be certified.
- To certify your employment, your employing broker/designated officer of the corporation will need to sign in to eLicensing, click on the **CERTIFY SALESPERSON EMPLOYMENT** menu option, click in the box next to your name to place a check mark and click **CERTIFY**.
- * Please note, if the broker's email address is not entered or is mistyped, eLicensing does not allow you to go back to correct it. You will need to let your employing broker know that your employment needs to be certified.
- Click on **FINISHED**. LOG OUT.
- Be sure to include a \$10 check with this application - payable to: DRE for your new original license to be mailed to First Legacy Corporation.

Rev6/01/08